

CONSTITUTION AND BYLAWS  
OF  
AMERICAN LEGION AUXILIARY  
ROOD-WILLIAMS UNIT 271 CORP.  
DEPARTMENT OF FLORIDA 775  
U.S. HIGHWAY ONE  
TEQUESTA, FLORIDA 33469

NOVEMBER 2023

PREAMBLE

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during all wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

CONSTITUTION

ARTICLE 1 - NAME

The Name of this organization shall be American Legion Auxiliary Rood-Williams Unit 271, Department of Florida

ARTICLE 2 - NATURE

Section 1: American Legion Auxiliary Rood-Williams Unit 271 is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2: American Legion Auxiliary Rood-Williams Unit 271 shall be absolutely nonpolitical and shall not be used for dissemination of partisan principles nor for any promotion of the candidacy of any person seeking public office or preferment.

ARTICLE 3 - OBJECT

The object of the American Legion Auxiliary Rood-Williams Unit 271, Department of Florida, shall be as stated in the Preamble to the Constitution.

## ARTICLE IV - ELIGIBILITY

Section 1: Eligibility for membership in The American Legion Auxiliary is determined by The American Legion, The eligibility requirements from The American Legion governing documents shall be provided as follows and shall be updated as appropriate.

- (1) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
- (2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941 : who, being a citizen of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
- (3) grandmothers, mothers, sisters, spouses and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of United States during either eligibility periods and died in the line of duty or after honorable discharge; and
- (4) to those women who of their own right are eligible for membership in The American Legion.

Section 2: There shall be two classes of membership, Senior and Junior.

- (a) Senior membership shall be composed of members age eighteen (18) and older, provided, however, a member eligible under Section I of this article, and who is under the age of eighteen (18) years and married shall be classified as a Senior.
- (b) Junior membership shall be comprised of members under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen (18), Junior members shall automatically be admitted into Senior membership full privileges.
- (c) Dues for both classes shall be paid annually or for life.

## ARTICLE V UNIT OFFICERS

Section 1; The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms. Assistant Sergeant-at-Arms who shall serve until their successors are duly installed or as otherwise provided.

## ARTICLE VI - EXECUTIVE COMMITTEE

There shall be an Executive Committee. which shall consist of all officers and three (3) Members at Large elected by the Unit. The term of office for members of the Executive Committee shall be for one year.

## ARTICLE VII - FISCAL YEAR

The fiscal year shall be the same as that of the Department.

## ARTICLE VIII - AMENDMENTS

Section 1: This Constitution may be amended by two-thirds (2/3) vote of the members At z regular meeting, provided the proposed amendment shall have been read at the previous meeting.

Section 2: Amendments not having been read at the previous meeting may be adopted by the unanimous vote of the members present.

Section 3; This Constitution shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliar.

## BYLAWS

### ARTICLE 1- EXECUTIVE COMMITTEE

Section 1: Between meetings, the government and management of this Unit shall be entrusted to the Executive Committee and all proceedings of said committee shall be presented to the Unit at the next meeting for approval.

Section 2: A vacancy on the Executive Committee, from any cause other than expiration of a term, shall be filled by a majority vote of the entire committee. A person so elected shall hold office for the unexpired term of the member succeeded.

Section 3: A majority of the members of the Executive Committee shall constitute a quorum.

Section 4: Special meetings may be called by order of the President, or on Witten or electronic request of at least three (3) members of the Executive Committee. Uniform notice of such special meetings shall be given to all members of the Executive Committee; and, except in extreme emergency, shall be given at least forty-eight (48) hours in advance. At special meetings only business specified shall be transacted.

### ARTICLE 11- DUTIES AND POWERS OF OFFICERS

Section 1: Duties of the Unit President— It shall be the duty of the President to preside at all meetings of the Unit and Unit Executive Meetings; to enforce strict observance of the Constitution and Bylaws; to appoint members of Standing Committees; to create such other committees and appoint members thereof as deemed advisable; to perform other such duties as custom and parliamentary usage required and to appoint all officers not otherwise provided for.

Section 2: Duties of the Vice President — The First and Second Vice Presidents, in the order named, shall, when called upon, assist the President and if absent, perform the duties of the office and shall succeed to the office in case of death, resignation or removal.

Section 3: Duties of the Secretary — It shall be the duty of the Secretary to receive and answer official mail under the direction of the President; to keep on file, in a comprehensive manner, copies of all correspondence sent and received; aid to send and give notice of all meetings. It shall be the duty of the Secretary to record file proceedings and transactions of all meetings of the Unit; and to keep all books papers and records that are needed to carry on working of the office and care for the

archives of the Unit. The Secretary is hereby vested with such authority as it is necessary to carry out the duties of the office successfully for the good of the American Legion Auxiliary.

Section 4; Duties of the Treasurer — It shall be the duty of the Treasurer to receive all monies belonging to the Unit and account for them. The Treasurer shall pay the bonding fee as determined by the Department Office, The Treasurer shall maintain two (2) separate funds, namely a General Fund, and Poppy Fund. All Poppy donations shall be placed in the Poppy Fund and be used to assist the Veteran and his/her children. The Treasurer shall keep an accounting of the receipts and expenditures, making an annual report thereon and such other reports as may be deemed necessary by the Unit Executive Committee. The accounts shall be audited annually. All current bills shall be paid before transferring all funds, vouchers and papers belonging to the Unit to the successor.

Section 5: Duties of the Chaplain — It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting, and perform such other duties as directed by the President and to notify the Department of any deceased members on a monthly basis.

Section 6: Duties of the Historian — It shall be the duty of the Historian to compile the historical records of the Unit and to make a report to the Department.

Section 7: Duties of the Sergeant-at-Arms — It shall be the duty of the Sergeant-at-Arms to preserve order at the meeting of the Unit and to perform such duties as may be requested by the President.

#### ARTICLE 111 - DUES

Section 1: The annual Senior membership dues of the Unit shall be as stated in the Standing Rules which shall include the Department and National per capita. The annual dues of the Junior membership shall be as stated in the Standing Rules to include the Department and National per capita.

Section 2: A member failing to pay annual dues, including the Unit, Department, and National assessments by January 31, shall be classified as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31 of the year of the delinquency shall automatically be dropped from the rolls and may be reinstated by only paying back dues or by reestablishing eligibility and making application as a new member.

Section 3: Duties of the Secretary — It shall be the duty of the Secretary to receive and answer official mail under the direction of the President; to keep on file, in a comprehensive manner, copies of all correspondence sent and received; and to send and give notice of all meetings. It shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit; and to keep all books, papers and records that are needed to carry on the working of the office and care for the archives of the Unit. The Secretary is hereby vested with such authority as it is necessary to carry out the duties of the office successfully for the good of the American Legion Auxiliary.

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#### ARTICLE 112 - DISCIPLINE

Section 1: For any violation of the Unit, Department, or National Constitution, or for conduct improper and prejudicial to the welfare of the Auxiliary or The American Legion, any member may be expelled from membership or any officer may be removed from office by a two thirds (2/3) vote at a Unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or officer shall have been given at least fifteen (15) days' notice in writing by the Unit Secretary of the charges and the hearing thereon. Both parties may have the right to appeal to the Department Executive Committee, and their action thereon shall be final. The expenses of the said appeal shall be borne by the appellant.

Section 2: No member, or group of members, shall subject this Unit to liability without authorization of the Unit.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The Unit organization shall be governed by "Robert's Rules of Order, Newly Revised" on all points not covered in National and/or Department Constitution and Bylaws.


ARTICLE X - AMENDMENTS

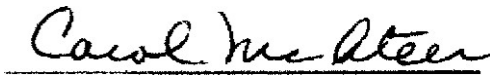
Section 1: These Bylaws may be amended by two thirds (2/3) vote of the members present at a regular meeting, provided the proposed amendments shall have been read at a previous Unit meeting.

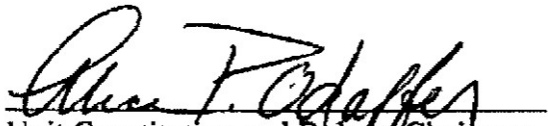
Section 2: Amendments not having been previously read may be adopted by the unanimous vote of the members present.

Section 3: These Bylaws shall automatically be amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliae.

THIS CONSTITUTION AND BYLAWS WERE READ, VOTED ON AND APPROVED AT OUR REGULAR MEETING ON NOVEMBER 2, 2023.

  
Unit President

  
Unit

  
Unit Constitution and Bylaws Chairman

Unit

Secretary

## STANDING RULES FOR ROOD-WILLIAMS UNIT 271

1. The regular scheduled meeting of the American Legion Auxiliary Rood-Williams Unit 271 shall be held on the first Thursday of each month, unless otherwise specified, and shall be called to order at 7:00 p.m. An Executive Committee meeting would be held on an as needed basis or as called by order of the President. A special meeting is a separate session held at a time different from that of any regular meeting and convened only to consider one or more items of business specified in the call of the meeting.
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$50.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$15.00 to include the Department and National per capita.
4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of the President, Vice President, Secretary and the Treasurer, are authorized to sign checks for disbursement of funds from the Unit & easun<sup>r</sup>. All checks MUST have the signatures of two of the aforementioned Officers.
6. All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed by the Unit President to on the duties normally performed by the Secretary.
8. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
9. A Nominating Committee, composed of three (3) members, in good standing shall be elected by the members for the purpose of presenting a slate of officers for the ensuing year. The committee shall have the permission of each candidate for an office in order to be presented by this committee. This committee is to form no later than two (2) months prior to election. Members of the nominating committee are not barred from becoming nominees for office. The nominating

committee shall present a slate of officers at the April meeting for the first reading. Nominations may be made from the floor until the actual vote is taken at the May meeting. The President shall appoint three tellers to supervise the election and count the ballots. These tellers may not be nominated for any office, In order to participate in the election of Unit officers, a member shall have paid dues for the current year within which the election is held at the time of nomination of candidates for office.

10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.
11. An auditing committee composed of three (3) members (who are not signers on the Unit's bank account) shall be appointed by the Unit President and will meet quarterly for the purpose of auditing the Treasurer's account(s) and making a report of the audit to the Unit. Said report will be given to the Unit President so that the Unit President can discuss same with the Treasurer.
12. Annual reports shall be made by the chairmen of the committee in written form to the Unit and to the respective District Chairmen; and any other reports that may be required or requested by the Unit, District or Department.
13. All monies collected through any event or fundraiser has to be counted and verified by two members and a receipt of cash completed within three (3) days of the event or fundraiser. Any signer on the Unit's bank account can make the deposit of monies collected within five (5) business days from the date of the cash receipt.
14. All members responsible for unit funds shall be bonded through the blanket fidelity bond and the unit will pay the premium to Department headquarters.
15. Prior to the issuance of any payment exceeding \$ 1,000.00 through the Unit's bank account(s) being made, all Unit Auxiliary members must be notified in advance, via the Unit's email, the President's newsletter and, by posting on the Unit's information board in the canteen, that a large donation request has been made and the matter will be discussed and voted on at the next regularly scheduled monthly meeting. If a donation request of expenditure of \$1,000.00 or more is made at the Unit's monthly meeting, the motion will be tabled until such time as the Unit's members have been notified of the request, following the procedure, There must be a minimum of two (2) weeks' notice to the Unit members, via the procedure, giving each member time to arrange his/her schedule accordingly in order to be able to participate in the voting of said motion. If the minimum two-week notice was not given to the Unit's members, the motion will stay tabled until the next following meeting. No donation or expenditure can be paid through the Unit's bank account(s) without this procedure being followed.
16. In the event of an emergency all members will be notified via email (via text message for those who do not have email) by the Unit Secretary or the Unit President advising of the emergency and what needs to be done to resolve the issue Members will be required to reply to the email within 48 hours and the majority vote will rule.



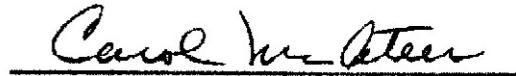
- 17. For dual members the Unit will reduce the Auxiliary's membership fee to the per diam amount the Unit pays to Department of Florida each year.
- 18. The Unit will pay the first year of membership dues for any Gold Star mother, father or spouse joining the Unit and will readdress the continuation of payment each year based on his/her participation.

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.

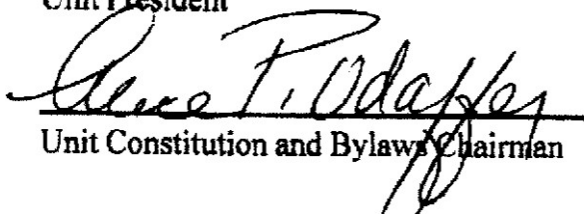
THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON NOVEMBER 2, 2023.



Unit President



Unit Secretary



Unit Constitution and Bylaws Chairman